



OFFICE OF FEDERAL  
FINANCIAL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D. C. 20503

JUL 15 2005

MEMORANDUM FOR DEPUTY CHIEF FINANCIAL OFFICERS

FROM:

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Chief, Federal Financial Systems Branch

SUBJECT:

2005 Update of the OMB Financial Systems Inventory

This memorandum provides guidance for updating the financial management systems inventory required by Section 52.4 of OMB Circular A-11. Each agency should complete the update of its inventory by October 7th. The scope of the systems to be included in this inventory is described in attachment 1.

As well as fulfilling the requirements of OMB's A-11 and A-127, the inventory can be of significant use to agencies when implementing new financial management systems. Successful implementation depends, among other things, on tracing the flow of financial management information through all relevant financial and financially-mixed feeder systems – and then deciding on which systems will migrate to the new systems architecture, or framework. An accurate and up-to-date inventory will greatly lessen the time and effort an agency will be forced to spend in the discovery phase of systems implementation.

We will continue to collect the data by using the internet based system operated by the General Services Administration (GSA) – as we did last year. The system is now available for updating your FY 2005 systems information. Using this system may eliminate the need for you to operate a separate system at your agency to collect inventory data. Instructions for accessing this system are included in attachment 1.

Last year, each agency designated a point of contract for the systems inventory update effort. The point of contact is responsible for establishing accounts for those individuals in your agency who will require read/write access to all or a portion of the data. Please review attachment 2 to this memorandum and update your agency's point of contact information by August 5<sup>th</sup>. Changes should be made directly to the system. If your agency has changed its point of contact please contact Bruce Troutman at 202.460.8020.

Training about the inventory collection will be conducted on July 29th at the White House Conference Center. Details about the training will be posted to the systems web site shortly. Detailed operating instructions and descriptions of specific data fields, as well as recent changes to the fields, are on the system site at <http://www.fido.gov/fmsi>, and therefore are not included here. If you or your staff have any questions please contact David Alekson at 202.395.5642.

Attachments

## **FY 2005 FINANCIAL MANAGEMENT SYSTEMS INVENTORY INSTRUCTIONS**

### ***General Preparation Instructions***

This attachment provides specific instructions for preparing your agency's FY 2005 financial management systems inventory. The inventory meets the requirements in OMB Circular A-127 and OMB Circular A-11, Section 52.4, for maintaining a financial management systems inventory. **The inventory update should be completed by October 7, 2005.** The systems inventory should be prepared and reviewed at the Department level to ensure consistency, comparability, and accuracy of bureau data. It should be a part of, and match, the agency's CFO Five Year Plan, Information Technology Plans, Business and Strategic Plans, and related data on systems required by OMB Circular A-11 (OMB Exhibits 52, 53, and 300).

For technical questions and support please email:

[fmsisupport@fido.gov](mailto:fmsisupport@fido.gov)

Or call Bruce Troutman at 202.460.8020

Please contact OMB if you have specific questions about the inventory that cannot be adequately answered from the web site. The OMB point of contact for the inventory is:

David Alekson

E-mail: [dalekson@omb.eop.gov](mailto:dalekson@omb.eop.gov)

Phone: 202.395.5642

### ***Updating the Existing Inventory***

The 2004 inventory data will serve as a baseline for the 2005 update. The information required for the 2005 inventory submission is similar to that of the prior years' submissions. Descriptions of the specific data fields, an analysis of changes to the data fields, and other such specific user instructions will be available at the system site.

### ***Inventory Scope***

The scope of systems to be included in this inventory should be consistent with the systems that are included within the Information Technology System Portfolio (Exhibit 53), Capital Asset Plans and Business Case (Exhibit 300), and Resources for Financial Management Activities (Exhibits 52) of your agency's A-11 budget submission.

Only financial or mixed systems that have clear financial management functions should be included in the inventory – ***wholly non-financial management business systems should not be included.***



### ***Agency Point of Contact***

Users must obtain the requisite authority before using the system. The agency point of contact will determine who can access the system to view agency data, or to update or add records. **We are asking each agency to review and update the attached list of points of contact by August 5, 2005.** Changes should be made to the POC list located at the systems inventory web site. POC's are responsible for:

- coordinating the data collection exercise at the agency,
- establishing access to the system for all individuals who will have read or write authority to the agency's data (should be done by August 12, 2005), and
- monitoring the agency's input.

OMB, in its role as system administrator, will establish system access for the agency's POC. Information contained in this memorandum also will be provided to the agency POC to assist in the update process.

### ***Definitions***

Federal financial management systems generally fall into two distinct groups: 1) financial, and 2) mixed systems. These groups are defined below. Your inventory should include both types if relevant to financial management or financial or cost reporting.

- Financial System - an information system, comprised of one or more applications, that is used for any of the following:
  - collecting, processing, maintaining, transmitting, and reporting data about financial events;
  - supporting financial planning or budgeting activities;
  - accumulating and reporting cost information; or
  - supporting the preparation of financial statements.

*A financial system generally supports only financial or accounting functions.* These functions are used in tracking financial events, providing financial information to operate the agency, and/or preparing financial reports and statements.

A financial system encompasses automated and manual processes, procedures, controls, data, hardware, software and support personnel dedicated to the operation and maintenance of system functions. A financial system may include multiple applications that are integrated through a common database or are electronically interfaced, as necessary, to meet defined data and processing requirements.

- Mixed System - an information system that supports both financial and non-financial functions of the Federal government or components thereof, e.g., an inventory or asset

management system provides information on an individual item's value, location, and condition. Other examples of mixed systems include human resource, acquisition, and supply management systems, among others. *Information from mixed systems is used in preparing financial statements or cost reports for management.*

Inventory submissions must include information on the applications within each system. Applications within a system are the interrelated components of the system designed to support one or more financial functions and feature a common data base, common data element definitions, standardized processing of similar types of transactions, and common version control over software. For example, a payroll system may include separate applications for time and attendance, labor distribution, and pay computation.

### ***System Access Features***

System access is controlled by an email address and password. Passwords can contain eight or more case sensitive alphanumeric characters. Each user must have a discreet email address and password. This is the only way you will be able to identify who has edited your inventory data.

The control over which an agency's or bureau's assigned users will be permitted to edit or update any set of agency or bureau systems will reside with the agency point of contact. This specified set of data may be distinguished by agency (as indicated in the "Agency" field of the inventory) and the bureau (as indicated in the "Bureau" field of the inventory). Each agency should determine who needs access to the data.

Each user will be permitted read/write access to the full set of an agency's or bureau's systems unless adjusted by the point of contact. Any individuals who were provided access last year initially will be granted access for this year's exercise. Agency points of contact should make changes to the user access as necessary.

For each agency there is a "Read Only" account. The agency points of contact manage this account. When logging on with this account, a person may view all agency-reported information. This account can not change or delete information

### ***System Requirements***

Internet access to the World Wide Web via a browser is needed to use this system. While Internet Explorer version 5.0 or higher is recommended, because of its XML support, you may use others, e.g., Netscape versions 3.0 or higher.

### ***Starting the Inventory Application***

The FY 2004 financial management inventory system can be accessed through this URL:

<http://www.fido.gov/fmsi>

Users will be prompted for an email address and password before they can access the application.



## ***Help***

Complete editing and input instructions are provided online. For technical questions and support please email:

[fmsisupport@fido.gov](mailto:fmsisupport@fido.gov) , or call Bruce Troutman at 202.460.8020

## ***Deleting Systems***

Systems cannot be deleted by the user. Systems that are no longer operational should be indicated by clicking the “No, System was Discontinued this FY” radio button at the top of the system form. If a system does not belong in the inventory please contact Bruce Troutman or David Alekson to have the system removed. Please do not write over existing systems or make other attempts to delete systems, as this affects the System Inventory Financial Status Report.

## ***Producing Reports***

The system allows you to produce several reports on your agency's information contained in the data base. The display and printing features of the reports are controlled by your Internet browser. Reports of your agency's information also can be produced from local spreadsheet and database software using the file made available for downloading.

## ***Completing the Agency Submission***

You do not need to notify OMB when your inventory update is complete. As each system is validated and marked complete, the system will notify OMB automatically. When all systems for an agency are marked complete, an agency will have completed the requirements for reporting its inventory.

## FY 2005 FINANCIAL MANAGEMENT SYSTEMS INVENTORY

### Agency Points of Contact (POC)

Please review the following list to ensure that the individuals on this list will be maintaining accounts for accessing the system for your agency, and that the accompanying information is accurate. Please make your changes at the systems website or send your changes to Bruce Troutman at [bruce.troutman@8020data.com](mailto:bruce.troutman@8020data.com) - by August 5<sup>th</sup>.

Agency	Last Name	First Name	Phone	Email
AID	Adams	Tiffany	202-712-0323	<a href="mailto:tiadams@usaid.gov">tiadams@usaid.gov</a>
AID				<a href="mailto:jowhitt@usaid.gov">jowhitt@usaid.gov</a>
DHS	Crawley	Trina		<a href="mailto:trina.crawley@dhs.gov">trina.crawley@dhs.gov</a>
DHS	Sirmons	Chandler		<a href="mailto:Chandler.sirmons@dhs.gov">Chandler.sirmons@dhs.gov</a>
DOC				<a href="mailto:takande@doc.gov">takande@doc.gov</a>
DOC				<a href="mailto:Tsmith2@doc.gov">Tsmith2@doc.gov</a>
DOC				<a href="mailto:Wstarr1@doc.gov">Wstarr1@doc.gov</a>
DOD	Reynolds	Bruce	703-414-3290	<a href="mailto:breyolds@tecolote.com">breyolds@tecolote.com</a>
DOD	Flatter	Rebekah	703-602-6988 x207	<a href="mailto:Rebekah.flatter@osd.mil">Rebekah.flatter@osd.mil</a>
DOE	Brown	Micheala	301-903-4027	<a href="mailto:Micheala.Brown@hq.doe.gov">Micheala.Brown@hq.doe.gov</a>
DOE	Keller	Linda	301-903-5281	<a href="mailto:Linda.Keller@hq.doe.gov">Linda.Keller@hq.doe.gov</a>
DOI	Smith	Clarence	202-208-3253	<a href="mailto:Clarence_Smith@ios.doi.gov">Clarence_Smith@ios.doi.gov</a>
DOI	Taylor	Monica	202-219-0213	<a href="mailto:Monica_Taylor@ios.doi.gov">Monica_Taylor@ios.doi.gov</a>
DOJ	Power	Charles	202-616-5224 x124	<a href="mailto:Charles.RL.Power@usdoj.gov">Charles.RL.Power@usdoj.gov</a>
DOJ	Seskey	Peggy		<a href="mailto:Peggy.seskey2@usdoj.gov">Peggy.seskey2@usdoj.gov</a>
DOL	Latonya	Loving		<a href="mailto:Loving.latonya@dol.gov">Loving.latonya@dol.gov</a>
DOL	Manchaca-Gendron	Adriana		<a href="mailto:Menchaca-gendron.adriana@dol.gov">Menchaca-gendron.adriana@dol.gov</a>
DOS	Evans	Alan		<a href="mailto:evansa@state.gov">evansa@state.gov</a>
DOS	Knight	Jackie	703-875-6880	<a href="mailto:knightj@state.gov">knightj@state.gov</a>
DOT	Brown	Eric	202-366-5651	<a href="mailto:eric.brown@ost.dot.gov">eric.brown@ost.dot.gov</a>
DOT	Neff	Larry	202-366-2335	<a href="mailto:Larry.Neff@ost.dot.gov">Larry.Neff@ost.dot.gov</a>
ED	Scott	David	202-708-9763	<a href="mailto:David.Scott@ed.gov">David.Scott@ed.gov</a>
ED	Sowell	Felicia	202-401-3110	<a href="mailto:Felicia.Sowell@ed.gov">Felicia.Sowell@ed.gov</a>
EPA	Arnold	Sue	202-564-5192	<a href="mailto:arnold.sue@epa.gov">arnold.sue@epa.gov</a>
EPA	Ayala	Lisa	202-564-4490	<a href="mailto:ayala.lisa@epa.gov">ayala.lisa@epa.gov</a>
GSA	McKeown	Megan		<a href="mailto:Megan.mckeown@gsa.gov">Megan.mckeown@gsa.gov</a>
GSA	Powers	Kevin		<a href="mailto:Kevin.powers@gsa.gov">Kevin.powers@gsa.gov</a>
GSA	Smith	Angela		<a href="mailto:Angela.smith@gsa.gov">Angela.smith@gsa.gov</a>
GSA	Smith	Christopher		<a href="mailto:Christopher.smith@gsa.gov">Christopher.smith@gsa.gov</a>
HHS	Loveless	Dennis		<a href="mailto:Dennis.loveless@hhs.gov">Dennis.loveless@hhs.gov</a>
HHS	Tillette	David	202-690-5420	<a href="mailto:david.tillette@hhs.gov">david.tillette@hhs.gov</a>
HHS	Yanchuk	Margie	202-690-6687	<a href="mailto:margie.yanchuk@hhs.gov">margie.yanchuk@hhs.gov</a>
HUD	Forney	Marilyn		<a href="mailto:Megan.mckeown@gsa.gov">Megan.mckeown@gsa.gov</a>
HUD	Narins	Simin	202-708-0614 ext 3719	<a href="mailto:Simin_D.Narins@hud.gov">Simin_D.Narins@hud.gov</a>
NASA				
NRC				<a href="mailto:rpp@nrc.gov">rpp@nrc.gov</a>
NRC				<a href="mailto:clz@nrc.gov">clz@nrc.gov</a>
NSF	Dira	Carrie	703-292-4442	<a href="mailto:cdira@nsf.gov">cdira@nsf.gov</a>
NSF				<a href="mailto:cemiller@nsf.gov">cemiller@nsf.gov</a>



OPM				<a href="mailto:ddcolema@opm.gov">ddcolema@opm.gov</a>
OPM	Thomas	Gerald		<a href="mailto:gwthomas@opm.gov">gwthomas@opm.gov</a>
SBA	Abraham	Susan	202-205-7115	<a href="mailto:Susan.Abraham@SBA.gov">Susan.Abraham@SBA.gov</a>
SBA	Sterling	Katrina		<a href="mailto:Katrina.Sterling@sba.gov">Katrina.Sterling@sba.gov</a>
SSA	Dease	Lynn		<a href="mailto:Lynn.Dease@ssa.gov">Lynn.Dease@ssa.gov</a>
SSA	Nash	Steve		<a href="mailto:Steve.Nash@ssa.gov">Steve.Nash@ssa.gov</a>
TREAS	Mezzetta	Patrick		<a href="mailto:patrick.mazzetta@do.treas.gov">patrick.mazzetta@do.treas.gov</a>
TREAS	Rosenberg	Larry		<a href="mailto:Larry.Rosenberg@do.treas.gov">Larry.Rosenberg@do.treas.gov</a>
TREAS	Watson	Brian		<a href="mailto:Brian.watson@do.treas.gov">Brian.watson@do.treas.gov</a>
USDA	Darragh	Robert	202 720-0994	<a href="mailto:rdarragh@cfo.usda.gov">rdarragh@cfo.usda.gov</a>
VA	Tillery	Barbara	202-273-9488	<a href="mailto:tilbar@mail.va.gov">tilbar@mail.va.gov</a>